



COVINGTON WOODS HOMEOWNERS' ASSOCIATION, INC.
PO Box 705
Guilderland, NY 12084

ARCHITECTURAL STANDARDS and GUIDELINES

2nd Edition
September 2010

Covington Woods Homeowners' Association, Inc.

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INTRODUCTION

The Homeowner's Association is pleased to provide residents in our community with this second edition of the Covington Woods' *Architectural Standards and Guidelines*, developed in accordance with provisions of the *Covenants* and *By-Laws*. These standards are designed to:

- maintain the attractive appearance of our community,
- protect property values, and
- encourage cordial relations among neighbors.

While no booklet can cover every possibility, we have striven to provide guidance for the most common situations encountered by a majority of homeowners and for which the architectural standards committee gets owner requests.

The standards committee reviewed and updated information from the previous edition to eliminate ambiguities and redundancies, to provide more flexibility regarding modern materials and colors, and to provide a clearer description of the approval process. We hope you like the reorganization and find it easier to use.

Please take time to review and become familiar with the contents of this guide, particularly the pre-approval process and the revised approval form. By requesting and obtaining prior approval for any type of exterior work, compliance issues can be avoided.

Special thanks go to the architectural standards committee for their input and hard work in revising the standards and to Nancy Streeter, our editor, for reorganizing the booklet.

And to our homeowners who have faithfully followed the standards and guidelines in the past, we gratefully thank you for your cooperation in keeping our community a desirable place to live.

Your Board of Directors

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Current Architectural Review Committee Members

Robert La Morte, Chair	301 Highgate Dr	456-4800
Sandra Mason, Co-Chair	128 Garnett Ln	452-0606

APPROVAL REQUIREMENTS AND PROCESS (September 2010)

Approval Requirements

When you purchased your home in Covington Woods, you agreed by contract to accept the Amended and Restated Declaration, Covenants, Easements and Restrictions, known as the Covenants of the Association. These are enforceable in a court of law.

The Architectural Review (AR) Committee was established by the Homeowners' Association to manage the Covenants relating to the appearance of the Covington Woods community. To discharge its responsibility to the Association, it is required that homeowners submit to the committee for approval all proposed changes to the appearance of any property.

Approval Process

1. Plan Ahead. When contemplating an improvement, change, or additional element to the exterior of your home or property, allow sufficient time for the approval process. Begin early to collect supporting documentation from your contractor for your request. You may be asked to show the committee written plans, diagrams with measurements, and/or actual color, siding, or roofing samples.
2. Submit Request. After you've decided on the above details, complete and submit the form, "Homeowner Request for Approval of Exterior Work" (found on page 9 of this booklet or online at www.CovWds.org) with attached documentation. **Requests must be submitted and approved prior to the start of work.**

You can submit your request by:

- Mailing it to any member of the review committee or to the Association at PO Box 705, Guilderland, NY 12084, or
- Hand delivering it to any member of the review committee.

It is the homeowner's responsibility to ensure that the request has been received by the committee. If mailing the request, please obtain and keep a Postal Service proof of mailing and notify a committee member that the mailing has been made. Ask for a note confirming delivery if hand delivered.

3. Committee Acknowledgement – The committee will acknowledge your request within one (1) week of its receipt. You could be asked for clarification or to provide more documentation.
4. Committee Response – The committee strives to turn around requests in a timely manner (7-10 business days), especially routine, same color and material requests. However, the Association's *Covenant* (#4) allows up to thirty (30) days, from the date of receiving a request, to make a determination. **Please consider this timeframe when planning work with your contractor.**
 - Request Approved – You will receive written notification of approval. Work must begin within six (6) months from the date of approval and be completed within twelve (12) months of the approval date.
 - Request Denied - You will receive written notification, with reasons, if your request is not approved. If your request is denied, you have the right to appeal the committee's decision to the Board of Directors of the Association, whose decision is final and binding in all respects.

Note: If you do not obtain prior written approval, the Board of Directors can have non-approved work removed. Also, the Town of Guilderland will not issue any requisite building permit unless an approval letter from the Association is included with the permit application.

I. HOME: BASIC EXTERIOR ELEMENTS (September 2010)

(All changes/replacements require prior approval.)

A. Doors

- *Entry* doors are to be of the same traditional style/color as the original “Covington Woods” design with a rectangular upper glass window and a two-paneled bottom. Requested color changes are to be conservative and complementary to the home’s siding.
- *Garage* doors are to be the same color as the trim or siding. Adjoining townhome doors must be matching styles. Door panels are to be replaced when they begin to show deterioration.
- *Side* doors are to be painted the same color as the entry door.
- *Storm/Screen* doors are to be “full view” style. They may be white or the same color as the house trim or the same color as the entry door.

B. Gutters - New, or replacement, gutters and downspouts are to be the same color as the home’s trim color or, where appropriate, the color of the siding.

C. Roofs

- *Patches* to roofs must be the same type and color of shingle as the existing shingles.
- *Replacement roofs* should be the same color as the existing shingles. Existing architectural shingles must be replaced with the same type of shingle.
- *Adjoining townhomes* – In all cases, roof color and shingle style of adjoining townhomes must match, whether replaced at the same or different times. Coordination and agreement between owners is essential and required before replacement commences.

D. Siding

- *Maintenance* – Siding should be periodically cleaned and washed. Damaged or missing pieces are to be repaired/replaced within (1) one year and match existing siding in color and material.
- *Residing-No Changes*: A home may be *resided*, upon approval, with the same color, material, and style of siding as the original.*
- *Replacement* – Replacement siding is to be the same general style as the original Covington Woods siding. New colors must be muted, conservative and within the earth tone family, or the original “Covington Woods” siding family, and be complementary with the neighborhood.
- *Adjoining Townhomes*: Changes in townhome colors will only be considered if both owners agree to reside at the same time.

E. Trim

- The standard “Covington Woods” trim color* for all homes/townhomes is Sherwin-Williams “Sourdough” (cream). Permitted alternatives are “Pure White” for gray-sided homes and townhomes and “Aged Ivory” for almond-sided homes and townhomes.
- Aluminum or vinyl trim is permitted, provided it matches the colors listed above.
- Patio door trim is to be the same color as the house trim.
- In all cases, trim color of adjoining townhomes must match.
- *Repainting* is to be done at the first signs of peeling or fading. Paint must be exterior “satin.”

E. Windows

- *Replacement* windows must be double-hung and match existing windows in style and color.
- *Storm Windows* may be either white or the color of the home’s trim.
- *Windows Grids* will be considered on a case by case basis.

* **Covington Wood Colors**—Original siding paint colors (Almond/beige, Buckskin Brown, Clay Green, Pearl Gray, and Wedgwood Blue) were from Sherwin-Williams. Computerized paint codes of these colors can be used today to buy paint there or at most other paint stores. Likewise, trim color codes are computerized. You can obtain these codes from any Architectural Review committee member.

II. HOME: EXTERIOR ENHANCEMENTS (September 2010)

(All changes/replacements require prior approval.)

A. Air Conditioners – These are not permitted in any window or wall of any property where they can be seen from the street.

B. Awnings

- May only be installed (attached) over decks/patios; not over regular doors and windows.
- May be either motorized or manually operated.
- Are to be of a roll-away, self-storing (flush to the house), design.
- Must be conservative in color and striping.

C. Decks/Patios

- *Maintenance* is to be done on a timely basis. Wooden decks are to be clear-sealed, stained, or painted. Stain colors will be considered on a case-by-case basis.
- *Replacements* - An existing deck or patio may be replaced with the same size, color, material, and style as the original.
- *New deck or patio* - Requests for construction that changes the size, shape, color, style, or materials of the original will be considered on a case by case basis, but in general, must be conservative and complementary with the neighborhood. The edge of the structure cannot extend into the last 15 feet of the rear lot line.
- *Non-wood materials*, such as composite, will be permitted on a case -by-case-basis.
- *Flood or Spot Lights* may be used for illumination, but not on a dust-to-dawn basis if doing so interferes with the quiet enjoyment of the homeowner's neighbors.

D. Entryways

- Entryways are to be kept free of debris and clutter on a regular basis.
- The addition of façade material, such as stone, will be considered on a case-by-case basis, but in general must be limited to the entrance itself.

E. Exterior Light Fixtures

- *Style* - Black, carriage-style must be used for entrance, garage, and lamppost fixtures that can be seen from the street. For community safety, only white lights are to be used.
- *Lampposts* are to be maintained on a timely basis, including replacement of non-working dusk to dawn sensors and burned out/malfunctioning light bulbs. To reduce glare, it is recommended that fixture glass be frosted or that an inner frosted lamp/chimney be installed.
- *Replacement* fixtures are to be within ± 2 inches of the following dimensions:

Wall Fixtures

Height: 18"

Width: 8"

From Wall: 8"

Lampposts

Height: 18"

Width: 11"

Pole Height: 5 feet from the ground, plus the fixture

F. Flagpole Brackets – May be attached to the garage or front porch trim. Free-standing poles are not permitted.

G. House Numbers – The Town of Guilderland requires that all homes/townhomes display house numbers, at least three inches (3") high, on the front of the home near a light for nighttime illumination. For homes in Covington Woods, black numbers are to be attached to the trim over the garage door or the entry door.

H. Shutters – The standard is for shutters to be painted the same color as the house trim. Requests for a different color will be considered on a case by case basis, but in general, must be a conservative, muted color within the earth tone family and be complementary with the neighborhood. Shutters are not permitted on townhouses.

III. PROPERTY ENHANCEMENTS (September 2010)

(All changes/replacements require prior approval.)

A. Driveways/Parking

- *Maintenance* – Driveways are to be black asphalt. They are to be seal-coated at least every 4 years and cracks filled as needed.
- *Replacement* is to be done when the driveway starts to break apart and is covered with cracks.
- *Widening* is permitted, on a case by case basis, provided the widening does not detract from the aesthetic appearance of the property or community, or interfere with utility lines or easements.
- *Use of* – Homeowners are to park their vehicle(s) in their driveway, with the exception of a brief period for plowing, deliveries, etc. All owner and tenant vehicles must show current registration and inspection stickers and be operable. Inoperable vehicles must be garaged.
- *Guest/Contractor Parking* - Homeowners are to request guests and contractors to park in their driveway to prevent blind spots for neighbors exiting their driveways. If at times your driveway is full, guests/contractors are to be asked to park in front of your property, not that of a neighbor. Never block mailboxes because mail carriers are not allowed to exit the vehicle to deliver mail.
- *Prohibited Parking*
 - No commercial vehicles or recreational vehicles (trailers, campers, boats, snowmobiles, etc.) are permitted to be parked overnight in Covington Woods or kept on any lawn at any time. Such vehicles are to be parked or stored elsewhere.
 - Because there is no street lighting in Covington Woods, no vehicles should be parked overnight on the street. The Town of Guilderland Local Law §1-1972 prohibits any on-street parking from November 1 through April 1 between the hours of 2AM and 7AM.
 - Parking on lawns is never permitted at any time.

B. Fences

- *Placement* – Fencing is permitted beginning at the rear of the home and extending back from there. Front and side yard fencing is not permitted. Town regulations govern the line of sight for corner lots.
- *Maintenance* is to be done on a timely basis. This includes clear-sealing or staining wooden fences, repairing/replacing broken or missing pieces, and aligning/straightening sagging or leaning sections. Stain colors need prior approval.
- *Style Consistency* – In general, fence styles on a property are not to be mixed. Exceptions to this standard will be considered on a case by case basis.
- *Visual Impact* – Fences seen from the street are to be landscaped on the street side(s) to soften the visual impact.
- *Replacement Fences* are to meet the above standards. No new or replacement stockade or chainlink fencing is permitted.

C. Landscaping

- *Maintenance* – Homeowners are responsible, on a timely basis, for maintaining a neat, clean appearance to their property in keeping with the nature of the Covington Woods community.
- *Lawns* are to be mowed regularly, watered adequately to prevent large, dry patches and kept as weed-free as possible.
- *Shrubs and bushes* should not be allowed to become overgrown.
- *Defined Beds* – Flowers, shrubs and small ornamental trees planted in open, grassy areas, or in close proximity to foundations, walkways, electrical/cable boxes, etc., are to be in clearly defined beds. Beds should not be allowed to become overgrown with weeds.
- *Mulch* - Dark mulch is recommended.
- *Trees* – Dead trees are to be removed and tree stumps ground flush with the lawn - or removed.
- *Lawn Ornaments* – Ornaments and statuary are not permitted in the front of homes. Exception: Small, conservative colored, ornaments/statuary are permitted in flower beds.

PROPERTY ENHANCEMENTS, Cont'd.
(All changes/replacements require prior approval.)

D. Pools – Requests for in-ground pool/fencing installations are considered on a case by case basis. Construction plans and drawings, including fencing, landscape and hardscape, are to be provided for review. No above-ground pools are permitted.

- Pool Fencing must meet Town requirements, including a required gate-closing mechanism.
- Fence gates are to be kept closed at all times.
- Landscaping is required to soften the visual impact for neighbors.

E. Satellite Dishes –An inside attic installation must be considered first. If that is not possible, due to cost or a degraded signal, then the following standards apply to exterior installations:

- *Town of Guilderland* must be first contacted for applicability of any Town restrictions.
- *Size* – Must be the smallest size possible, but no larger than (20”) twenty inches in diameter
- *Roof Mounting* – Rood installations are to be located in the least conspicuous spot and out of view from the street, whenever possible. The roof mount must blend into the background against which it is mounted, i.e. gray on a gray roof.
- *Ground Level* installations are to be located in the least conspicuous spot next to the home and must be landscaped to camouflage the installation.
- *Poles/Masts/Guy Wires* (support) are not permitted.
- *Signal Wires* (cable) are to be installed so they are not readily seen from the street.

F. Solar Panel installations are subject to the standards for satellite dishes (above) in regard to mounting.

F. Storage Structures

- Storage and pool sheds are considered on a case-by-case basis, but in general must be consistent with the color of the main home’s siding, trim and roof, and be temporary with no foundation.
- Construction plans and drawings, including fencing, landscape and hardscape, are to be provided for review.
- *Placement* is to have minimal visual impact from the street and to neighbors.
- *Setback Requirements* – No installation is permitted within fifteen (15’) feet of the rear lot line.

IV. MISCELLANEOUS PROPERTY ELEMENTS (September 2010)

(All changes/replacements require prior approval.)

A. Clothes Lines – Only “umbrella” type lines are permitted and are not to be seen from the street.

B. Holiday Lighting/Decorations

- Are to be installed only during the respective holiday and are to be removed soon after the holiday.
- Christmas lights must be turned off and decorations/wreaths removed by the last Sunday in January.

C. Mailboxes

- *Maintenance* is required on a timely basis. Homeowners should be sure that:
 - posts are implanted so they are freestanding, perpendicular to the ground, and not propped up or supported by metal rods or any other type of support.
 - the post is clear stained so the wood shows through.
 - the box is secured to the post with screws, not cords, ropes, or tape, etc.
 - the box is repainted if fading or peeling is significantly noticeable.
- *Replacement*
 - A mailbox is to be replaced if the latch is broken and/or the door does not stay closed.
 - Replacement boxes are to be black and match the existing styles in the community.
 - Replacement posts are not to be painted.
- *Mailbox Numbers* – The Postal Service requires that house numbers, at least one inch (1”) high, be displayed on the front of the mailbox or on the side approached by the mail carrier.

D. Newspaper Holders

- *Maintenance* is required on a timely basis. Homeowners should be sure that holders are:
 - securely attached to the mailbox post, either directly underneath the box or on the side of the post below the mailbox.
 - removed if newspaper delivery is terminated, or if one prefers that the paper be dropped on the driveway. (Call the newspaper office to arrange for removal.)
- *Freestanding Holders* are not permitted anywhere in Covington Woods.

E. Outdoor Equipment

- *Recreational Equipment* (such as barbeque grills, hammocks, bicycles, etc.) is to be maintained and stored out of sight from the street during the off-seasons.
- *Power Equipment* such as lawn mowers, snow blowers, etc. are to be stored out of sight from the street at all times.

F. Signs – In general no signs of any kind, including political, may be placed anywhere on the property, including in windows and doors, with the following exceptions:

- “For Sale” signs may be placed by a realtor.
- Contractor signs can be placed while work is being performed, but no longer than 5 days. All signs must be immediately removed once the work is completed.

G. Trash/Recycling Containers

- Must be kept out of sight of passersby and neighbors, preferably in the garage, and only placed curbside the night before, or on the day of, a scheduled pickup.
- Homeowners are to ensure that loose packing material, such as “popcorn” is secured in bags or containers before depositing such material in any trash or recycling container.

**Covington Woods Homeowners' Association, Inc.
Architectural Review Committee**

Homeowner Request for Approval of Exterior Work
(Submit prior to the start of any work)

Owner(s) Name _____ Date _____

Property Address _____

Telephone H: _____ W: _____ C: _____ E-Mail _____

1. Briefly describe the work for which approval is being requested. Include details such as color, design, dimensions, location, materials, etc.

2. Documentation Required for approval: Check all attached.

___ Brochures ___ Diagram/Sketch with Dimensions ___ Plans ___ Other _____
Actual Sample of ___ Decking ___ Fencing ___ Paint/Stain Color ___ Roofing ___ Siding

3. Estimated Start Date _____ Estimated Completion Date _____

**Please submit your request to any member of the Architectural Review Committee, or mail it to:
Covington Woods Homeowners' Association
P. O. Box 705
Guilderland, NY 12084**

Note: It is the homeowner's responsibility to ensure that a mailed request has been received by the Architectural Review Committee. Please obtain and keep a Postal Service proof of mailing AND notify a committee member that the mailing has been made. The committee will acknowledge your request within one week of its receipt. Please follow-up if the acknowledgment is not received. **A response will be forthcoming within 30 days of receipt of the request.**

For Association Use

Date Received _____ Date Acknowledged _____

Reviewed By _____ Date _____

___ Additional Information/Documentation Requested Date _____

Date Determination Sent: ___ Approved ___ Approved With Modifications ___ Denied

Board Action (If Needed) _____ Date _____